



August 2012

OFFICE OF THE CITY AUDITOR FY 2013 PROPOSED BUDGET

PROPOSED CHANGES AS OF 08/22/12

1. Enhance OCA responsiveness to Council requests through additional positions and reclassifications.

Council increasingly relies on and requests impartial information from OCA to aid in decision-making. We continue to exceed performance targets and increase efficiency. Our improved ability to target high-risk areas results in complex audits that require greater supervision. Adding an Assistant City Auditor and Auditor II would allow greater flexibility to meet the specialized, critical, or time-sensitive requests from Council.

	<i>Original</i>	<i>Revised</i>
New Position: Assistant City Auditor (1 FTE) – salary, taxes & benefits, one-time costs	\$ 126,866	\$ 126,866
New Position: Auditor II (1 FTE) – salary, taxes & benefits	78,257	78,257
Reclassify Audit Investigator II to Audit Investigator III – increase in salary, benefits	17,777	<i>Included in City Manager's Recommended Budget</i>
Reclassify Asst. City Auditor (CAIU) to executive level position - increase in salary, benefits	10,400	<i>Included in City Manager's Recommended Budget</i>
	\$ 233,300	\$ 205,123

2. Improve the office administrative function and audit staff to concentrate on their core functions by adding one part-time Administrative Specialist position.

A part-time Administrative Specialist will take on many administrative tasks performed by OCA's Executive Assistant. The duties for this position would include interfacing with Council offices. At this time, OCA's professional audit staff often performs administrative tasks, taking them away from their core function of providing audit and integrity service.

New Position: Administrative Assistant (0.5 FTE) – salary, taxes & benefits	\$ 28,196	\$ 28,196
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3. Improve security and privacy for conducting audits and investigations of fraud, waste, and abuse.

OCA has a critical need for a soundproof room in the City Auditor's Integrity Unit's (CAIU) work area. In addition, OCA needs a lockable gate to separate the lobby from office and work areas. A soundproof room will provide CAIU with greater confidentiality when conducting interviews related to fraud, waste, and abuse investigations. A lockable gate with a remote entry switch will allow OCA to control the entry of non-office personnel. OCA conducts audits and investigations that concern sensitive and confidential issues. Visitors to OCA can and have wandered into work areas.

Construct sound-proofed room	\$ 7,500	<i>Plan to fund with FY 12 savings</i>
Add gate with remote entry switch	4,000	<i>Plan to fund with future savings</i>

4. Enhance key competencies of OCA staff through increased continuing professional education.

OCA auditors and investigators must possess the knowledge, skills, and abilities to obtain key insights related to the areas they are auditing or investigating. OCA's improved ability to target high-risk areas results in complex audits requiring greater expertise. Council increasingly relies on and requests impartial information from OCA to aid in decision-making. Specialized training is needed in areas such as auditing utilities, information technology, finance, and sustainability, along with core auditing skills.

Increased continuing professional education	\$ 40,100	\$ 40,100
Total Budget Requested for Proposed Changes	\$ 313,095	\$ 277,419